Documentation for Small Purchase/Informal Procurement
Used if single transaction is $3,501 and $149,999

DATE: _____

Item	Name of Supplier 1: _____	Name of Supplier 2: _____	Name of Supplier 3: _____	Reason for selection if not lowest price
1.	$	$	$	
2.	$	$	$	
3.	$	$	$	
4.	$	$	$	
5.	$	$	$	
6.	$	$	$	

7 CFR 226.22